

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2016-35A**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

**POSITION:** Grants and Contracts Manager  
**OPENING DATE:** May 4, 2016  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Accounting  
**SALARY RANGE:** E-15; \$46,624 - \$69,936

**Position Summary:**

Under general direction of the Controller, the Grants and Contracts Manager accomplishes the office's objectives by planning, organizing, and directing functions required to administer and monitor grants and contracts. Maintains confidentiality of all privileged information. Consistently applies Core Values supporting Workforce Excellence.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Supervises Grant Accounting Technician.
- Establishes new grants and contracts files, schedules initial meeting with the grant program manager, identifies any match or in-kind requirements, and determines financial reporting requirements.
- Ensures grants and contracts are handled in accordance with contractual requirements and applicable laws, regulations, policies and procedures.
- Maintains a current list of grants and contracts awarded, including matching and in-kind requirements.
- Monitors and reviews expenditures and reports for compliance with grant and contract requirements.
- Maintains complete and accurate financial files and programmatic records as required by governing law and policy.
- Reviews grant and contract expenditure requests for available budget and allowable costs.
- Prepares reimbursement reports and draw down requests as needed or as required by the funding agency.
- Reviews and approves the monthly indirect cost journal entry.
- Analyzes, prepares and approves other required journal entries.
- Monitors-and reviews requested budget modifications for accuracy and compliance. Approves modifications meeting requirements and forwards to CFO and Treasurer for final approvals.
- Reviews and approves financial status reports as required by the funding agencies.
- Communicates with funding agencies in all aspects of financial issues for each grant or contract.
- Meets with grant program managers regarding budget, expenditure or compliance related issues.
- Performs close out of grants or contracts in compliance with deadline established by the funding agency.
- Provides assistance in preparing the annual indirect cost proposal for presentation and Council approval.
- Maintains electronic access to appropriate websites for submitting drawdown requests and required financial reporting.
- Assigns tasks, monitors progress and updates management of any special grant-related projects assigned to the department.
- Assists with the annual single audit including the preparation of audit schedules, audit work papers and the Schedule of Expenditures of Federal Awards (SEFA).
- Provides assistance to program managers during program reviews and monitoring visits performed by the granting agencies.
- Follows up on past single audit findings to ensure continued compliance.
- Establishes and maintains positive working relationships with program managers, funding agencies and other like professionals.
- Improves staff effectiveness by coaching, counseling and providing training; plans, delegates, monitors and appraises job tasks and results in a timely manner.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

## Job Announcement No. 2016-35A Grants and Contracts Manager

### **Minimum Qualifications:**

Bachelor's Degree in Finance, Accounting, or related business administration field required. Six (6) years of experience with Public Law 93-638 (Indian Self-Determination and Education Assistance Act of 1975) required. Two (2) years supervisory experience required.

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Grants and Contracts Manager is designated at a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Credit History & Bonding	X

### **Knowledge, Abilities, and Skills:**

- Knowledge of standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of applicable laws, regulations, and requirements in the administration of grants and contracts.
- Knowledge of spelling, grammar, and punctuation, and math skills sufficient to carry out responsibilities.
- Knowledge of effective principles and practices of management and supervision.
- Knowledge of and skill in use of MIP Fund Accounting software or other ERP software.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action; to be persuasive and tactful.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently, handle multiple tasks, and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to create and present effective speeches and presentations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Skill in use of Word, Excel, and Access.
- Skill in preparing reports and correspondence.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POEmployment@lagunapueblo-nsn.gov](mailto:POEmployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**